## **Sales Tax - Filing Frequency**

How can I change the sales tax filing frequency for my business?

Your filing frequency for sales tax remittance depends on your sales volume. You may be required to file your sales tax payment monthly, quarterly or annually. Here are the qualifications:

**Monthly** – \$300 or more of sales tax per month.

**Quarterly** – Under\$300 of sales tax per month.

**Annually** – If after one year of operations, your business collects \$15 or less of sales tax per month.

If the amount of tax you collect changes, notify the department before the beginning of your next filing period so that the department's records to reflect your new filing frequency.

## To request a filing frequency change, send a letter to:

Colorado Department of Revenue ATTN: Business Tax Accounting Section, Room 208 1375 Sherman St. Denver, CO 80261

You are required to pay all state collected sales taxes by Electronic Payment (EFT) if your liability for state sales tax for the previous calendar year was more than \$75,000. You may also elect to file by EFT even if you do not fall under the mandatory requirement. To request EFT, fill out and submit (DR 5785) "Authorization for Electronic Funds Transfer (EFT) Program for Tax Payments" to the address above. We will then notify you when your application is approved and when you can begin filing EFT. EFT filing may be done on the Web or over the phone.

EFT applies to the method of payment only -- not the form. Businesses should continue to send the department the sales tax reporting forms as they usually do and mark the box "Paid by EFT" located at the bottom of the (<u>DR 0100</u>) "Colorado Retail Sales Tax Return." EFT payments and form submissions must be made on the normal due date.